



Australian Government

Assessment Requirements for CUAPoS412

Manage media assets

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- establish a media asset management system for at least two media productions.

In the course of the above, the candidate must:

- develop and establish processes and systems for organising and filing formal documents and media assets
- use information tracking and repository systems when recording documentation and media assets
- produce and accurately update records
- archive assets from completed projects with ongoing access conditions
- provide directions for users of processes and systems.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- roles and responsibilities of personnel involved in creating and managing media assets for screen and media projects
- relationship between creative aspects of screen and media projects and the process of managing media assets
- typical problems with implementing media asset management systems, and common solutions
- processes and conventions used when managing media assets, including common naming conventions and protocols
- requirements for maintaining copyright and permissions requirements
- organisational procedures for documenting sources of media assets and filing scripts
- features of file and resource repository systems.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- file and resource management systems
- media assets.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>